Overview

<u>How to Use This Resource:</u>

Click **"File"** then **"Make a copy"** if using Google Docs

For phone and video interviews, you now have a tool where you can plan out your exact responses and reference them during the interview itself. Prepare each question by going through the document and inserting the relevant information where you see [highlights].

If you are using the Google Docs version of this guide, the "Document Outline" section on the left will help you quickly navigate to the question they ask you. You can also hit "CTRL + F" on your keyboard and search the questions they ask you.

A benefit of the "Alternatives" section of each question is that you can adapt a couple of words or a sentence to match a different way they ask you a question. For example, if they ask "What Makes You a Good Fit For This Role?", you can use the same answer you wrote for "Why Should We Hire You?" because they're asking for the exact same thing, just in a different way.

For in-person interviews, this resource will allow you to practice what your response will be in an organized manner that doesn't require too much change when interviewing from one company to another. There's a "Technical Questions" section towards the end of this document to help for specific industries that require more in-depth preparation. If your industry is not listed in the "Technical Questions" below, then you likely don't need that preparation and should focus a majority of your time on the behavioral questions in **green**.

<u>Each interview question follows the general format below:</u>

Strategy - gives you an overview of the approach to effectively answering the question

Template - how to answer the question with versions of [insert information here] to customize the response based on your experience and the job description

Example - this will show you a specific example using the template to answer the question

Tips - additional information to help you best answer the question and avoid mistakes

Alternatives - these will be variations of that question or different ways of phrasing it so that you can easily search it up and adapt your response accordingly

Job Description - use this section to copy & paste specific aspects of the job posting that you'll be discussing in your answer so you can stand out from other candidates for the job (PRIORITIZE technical skills like programming languages, systems, software, tools, etc.)

Tell Me About Yourself.

<u>Strategy</u>

- Start with a short **summary of where you are now** (which could include your current job along with a reference to passion or related course/certification)

- Describe **how you got to where you are** (mention education/side projects, or an important experience such as a past job, internship or volunteer experience)

- Transition into **what you're looking to do next** and why you're interested in this gig (and a great fit for it, too)

<u>Template</u>

- Sure! I've always enjoyed [insert industry skill #1] and [insert industry skill #2], even going back to [insert college/high school/grade school]. This led me to pursue being a [insert position/title/role] for [insert student organization/club/nonprofit]. I learned how to [insert related experience/skill #1] and [insert related experience/skill #2].

- Well I'm currently a [insert current position] at [insert current company], where I handle [insert current duty]. Before that, I worked as a [insert previous position] where I was [insert previous duty/achievement]. And while I really enjoyed the work that I did, I'd love the chance to dig in much deeper with [insert interest that matches the job you are interviewing for], which is why I'm so excited about this opportunity with [insert name of company you're interviewing with].

- After college, I took a job at [insert company] as a [insert position], doing [insert task #1]. I raised my hand to work on the [insert project]. This opportunity led me to discover my interest in [insert interest/skill related to role] & ultimately this role where [insert why this role relates to your interest].

<u>Examples</u>

- Sure! So I've always enjoyed **social media** and **content creation**, even as far back as **high school**. This led me to pursue being the **social media lead** for our **business club** where I managed the **Instagram & Twitter accounts** resulting in an average of **10,000 weekly impressions & 1,000 new followers each month**. In addition to marketing, I got to learn how to **plan out content** & **build a community**.

- Well, I'm currently an **account manager** at **Reed & Partners**, where I **handle our top-performing client**. Before that, I worked as **an intern at Frankfurt Limited** where I was **on three different major consumer goods brands**. And while I really

enjoyed the work that I did, I'd love the chance to dig in much deeper with **one specific CPG company**, which is why I'm so excited about this opportunity with **Capricorn**.

- After college, I took a job at **Nunsters** as a **social media manager**, where **I posted LinkedIn content for the company's 40,000 followers**. A couple of months in, I raised my hand to **work on the analytics side of things to better understand consumer behavior**. This opportunity led me to discover my interest in **data visualization as it relates to purchasing decisions** & ultimately why I was so excited for this role **where I'd be doing it every day**.

<u>Tips</u>

- Tailor Your Answer to the Role and Company
  - "Tell me about yourself" actually means "explain to me what about you & your experiences make you stand out from the rest interviewing for this role"
  - Look at the job description, research the company, and figure out how you can show you are 100% the person who can fulfill the needs
- Professional NOT Personal
  - Don't tell your life story
  - Focus on being brief in your answer of how you are professionally equipped
- Be BRIEF
  - Don't list your resume; covers important points without rambling
  - Emphasize the most important experiences & aspects of you that address TECHNICAL skills from the job description
- NEVER Memorize, ALWAYS Practice
  - They can tell if you memorize a script & your answer won't seem authentic
  - Instead, hit record on your phone & practice until you get comfortable answering questions regardless of the environment or person asking it
- AVOID Controversy:
  - Don't talk about politics, religion, or anything that could cause offense.
  - This isn't the opportunity for you to discuss all the terrible things that happened to you at your last job (in fact, you should NEVER do that)

<u>Alternatives</u>

- "Can you walk us through your resume?"
- "Please describe yourself."
- "What do you consider to be your biggest professional achievement?"

<u>Job Description:</u>

[Copy & paste the part(s) of the job description you will cover in your answer here]

Why Should We Hire You?

<u>Strategy</u>

- Start off by stating **what they are looking for according to their job description & what goals the company is targeting** based on your research

- Describe **how your experiences** (mention past jobs/leadership roles, volunteering, etc.) have contributed to **your understanding of the TECHNICAL skills** for the role

- Conclude by **relating your experiences to the job description & goals** and why that makes you the right person for the job

<u>Template</u>

- This is an important question so thank you for asking it. Based on the research I've done, your company is looking for a [insert adjective from job description] [insert title] to grow your business and help your company stand out from the competition. At my [insert student organization/club/nonprofit/sport/company], I [insert metric/result] by [insert task(s) to achieve metric/result]. Incorporating that [insert quality #1] and [insert quality #2] to your company will be my top priority.

- As a recent college graduate, I had the opportunity to be exposed to experiences that helped me build the [insert skill #1] & [insert skill #2] you are looking for. On top of being in leadership positions amongst three different organizations, I balanced a full course load that tested my ability to multitask & prioritize deadlines. As the [insert position/title/role] for [insert student organization/club/sport], I successfully [insert metric/result] by [insert task(s) to achieve metric/result]. Given the skills you highlighted as well as the company's goals, I believe my experiences will contribute to success within this role & ultimately drive value to the team.

<u>Examples</u>

- This is an important question so thank you for asking it. Based on the research I've done, your company is looking for a **results-oriented engineer** to grow your business and help your company stand out from the competition. At my **previous company**, I **reduced the number of errors in the quality control process by 40% through the implementation of advanced compliance practices**. Bringing that **innovative** and **analytical mindset** to your company will be my top priority.

- As a recent college graduate, I had the opportunity to be exposed to experiences that helped me build the **Excel** & **data analysis** skills you are looking for. On top of being in leadership positions amongst three different organizations, I balanced a full course load that tested my ability to multitask & prioritize deadlines. As the **VP of**

Finance for the **Accounting Club**, I successfully **oversaw a $90,000 budget by forecasting accounts receivable & payables to manage cash flow**. Given the skills you highlighted in the job description, I believe my experiences will contribute to success within this role & ultimately drive value to the team.

Tips

- Give Them What They're Asking For
  - Look at the TECHNICAL skills (systems, software, programming languages, tools, frameworks, etc.) that they ask for in the job description
  - Make sure you build those skills through education and experience
    - Courses/Certifications: Udemy, Coursera, LinkedIn Learning, edX
    - Volunteering: Idealist, Catchafire, VolunteerMatch
    - Side Projects: Starting a social media account, coding an app/website
- Explain Why They're Unique
  - You want to show them that you were aware and interested in the company before you even had the opportunity to apply
  - Discuss how the company has transformed or grown since you first heard
  - Share what got you excited from your interactions with employees so far
- Details MATTER
  - If your answer also works for other companies, it's NOT detailed enough
    - No generic statements like "working with talented people" or "global impact."
    - Your answer can also address specific industry challenges, company initiatives, competitive landscape, etc. to stand out

Alternatives

- "Why do you want this job?"
- "Why are you the right person for this job?"
- "Why do you want to work at this company?"
- "What sets you apart from other candidates?"
- "What makes you a good fit for the role?"
- "Why do you think you can do well in this job?"
- "What can you bring to the company?"
- "Why is our company interesting to you?"
- "What do you know about our industry?"
- "What can you offer us that someone else can not?

Job Description:

[Copy & paste the part(s) of the job description you will cover in your answer here]

What is Your Greatest Weakness?

<u>Strategy</u>

- If you're too honest, you might **scare off your interviewer** with red flags. But if you're not honest enough, you **will lose trust**

- Mention a **weakness that is NOT related to the main duties** of the role and that you are **actively working on improving**

- Focus on being as **genuine** as possible while **ending things on a positive note**

<u>Template</u>

- I am pretty [insert personality trait], which makes me [insert weakness]. I have good intentions, but I'm [insert impact of weakness]. To address this, I've [insert your solution to weakness]. It's still a work in progress, but I've [insert result of solution].

- Well, as a recent graduate, I'd say my biggest weakness is [insert weakness]. However, I've [insert related work/education]. Additionally, I am [insert specific solution to weakness] to get a better understanding of [insert result of solution].

<u>Examples</u>

- I am pretty **introverted**, which makes me **reluctant to openly share new ideas on the spot**. I have good intentions, but I'm **uncomfortable speaking up at times**. To address this, I've **participated in public speaking workshops & found alternative ways to share my ideas**. It's still a work in progress, but I've **drastically improved my communication over the past year and discovered new ways for me to participate in discussions**.

- Well, as a recent graduate, I'd say my biggest weakness is the **lack of corporate experience**. However, I've **worked on dozens of software projects at my university**. Additionally, I am **taking a course on "Agile Software Development"** to get a better understanding of **the process in which the team operates & be ready to work with large enterprise clients**.

<u>Tips</u>

- Be Genuine BUT Concise
  - Don't ramble on to avoid digging yourself into a deep hole
- Move Quickly to Your SOLUTION
  - Address the weakness then quickly move to how you are improving ASAP
- Match Your Solution to Job Description

○ Emphasize how your solution addresses what the company is looking for

Alternatives

- "What would your colleagues say you need to work on?"
- "What would your current manager say are your biggest areas of improvement?"
- "How self-aware would you say you are? Tell me about your blind spots."
- "Tell me about a time when you received negative feedback at work"
- "What do you consider to be your weaknesses?"

Job Description:

[Copy & paste the part(s) of the job description you will cover in your answer here]

What is Your Greatest Strength?

<u>Strategy</u>

- Emphasize that the strength came from **someone else** to put credibility behind it.

- Explain **how that strength was used** by you to benefit the team or company

- Finish with the actual **impact and results** of strength

<u>Template</u>

- My supervisor always complimented me on [insert strength] because [insert what your strength helped with] which resulted in [insert result of strength]. So I suppose that is one of my strengths and I believe it will be useful for [insert responsibility from job description] if we were to move forward.

- One of my colleagues for our group project in school told me that I [insert strength]. They said that I [insert result of strength]. I believe this skill will be quite useful for [insert responsibility from job description] that you mentioned in the job description.

- When I was a [insert previous job title] at [insert company], my boss would tell me how much he appreciated that I would [insert strength]. He said that it inspired other team members to [insert result of strength]. I was grateful for the boost in confidence!

<u>Examples</u>

- My supervisor always complimented me on **my curiosity. Specifically, my interest in what is trending within marketing** because **it led me to produce content on TikTok** which resulted in me **understanding one of the leading platforms for our target demographic, Gen Z**. So I suppose that is one of my strengths and I believe it will be useful for the **cross-platform understanding of Instagram Reels & YouTube Shorts from the job description** if we were to move forward.

- One of my colleagues for our group project in school told me that I **work really well under pressure**. They said that I **was able to identify problems & find what needed to be done in stressful situations such as when our deadline was moved up a week earlier**. I believe this skill will be quite useful **for the shifting demands of tax "busy season", especially for filing deadlines**.

- When I was **an intern** at **For You Consulting**, my boss would tell me his appreciation of **how carefully I checked for mistakes before we sent our work to**

clients. He said that it **inspired him to create a quality control process for the team that included many of the tasks I was doing in those checks**. **He told me that it has significantly reduced mistakes in final drafts** which boosted my confidence!

Tips

- Prepare EXAMPLES
  - Similar to the "Tell Me About a Time When…" questions, make sure the story emphasizes how you used the strength to drive results
- Tie Back to Job Description
  - As always, you want your answers to relate back to the TECHNICAL skills they ask for, so try to frame the strength as critical qualification for the role
- Don't Spend Too Much Time on the Story
  - Focus on the details that are absolutely necessary to show your strength, but move quickly to the IMPACT of that strength to what you were doing

Alternatives

- "What would your boss say about you?"
- "How would your manager describe you?"
- "What are positive things your boss would say about you?"

Job Description:

[Copy & paste the part(s) of the job description you will cover in your answer here]

Tell Me About a Time When…

<u>Strategy</u>

- Similar to answering "What's Your Greatest Weakness?", your focus should be on **the resolution** rather than the challenge, conflict or failure

- **Prepare specific stories ahead of time** for different versions of this question (e.g. a time you failed, a time you overcame an obstacle, a time you

- Start with the situation, then explain why it was difficult and finally what you did to fix it. Don't sugarcoat & **get to the punchline ASAP** to avoid rambling

<u>Templates</u>

Tell Me About a Time When…<u>You Failed/Made a Mistake</u>

- In my last position, I worked as [insert position]. It was the first time that [insert task], and I was excited to take on the responsibility but also inexperienced. I was [insert situation]. I was working almost every day to ensure my team was putting forth their best work, but this [insert challenge/problem]. [insert issues with challenge/problem]. I felt like a failure, but I knew I had to solve the issues. I analyzed the situation and realized that [insert realization/understanding]. I ended up [insert how you solved the problem].

Tell Me About a Time When…<u>You Overcame an Obstacle</u>

- [insert details of situation that created obstacle]. I was in charge of [insert original task you had] but [insert the obstacle]. I quickly [insert what you did to address obstacle]. Thankfully, [how you overcame the obstacle]. I'm incredibly proud of the results we achieved when we worked together given such a massive obstacle, as well as [insert results of overcoming obstacle].

Tell Me About a Time When…<u>You Experienced Conflict</u>

- When I first started, [insert event/situation]. During the [event/situation + background information]. [insert your solution to the situation]. [insert results of your solution to the situation].

<u>Examples</u>

Tell Me About a Time When…<u>You Failed/Made a Mistake</u>

- In my last position, I worked as **a store manager**. It was the first time that **I'd been given a supervisory role in a job**, and I was quite inexperienced. I was **managing a team of four associates and found myself taking on way more work than before**. I was working all week to ensure my team was doing well, but this **ended up draining me very quickly. After a couple of months, I began to resent the position that I had been so excited to take on because I had given all of myself without ever taking a break. This led my management quality to slip, and eventually, my boss had a serious talk with me about getting my act together.** I felt like a failure, but I knew I had to solve the issues. I analyzed the situation and realized that **my exhaustion was impacting my performance as a supervisor**. I ended up **revising my schedule to factor in appropriate rest periods for myself, and it drastically improved my ability to manage responsibilities with the team**.

Tell Me About a Time When...You Overcame an Obstacle

- **One of our group members unexpectedly had to go back home in the middle of our biggest project of the year**. I was in charge of **putting together the slide decks for the presentations** but **we all had to adapt and no one had taken the lead to figure out what to do**. I quickly **assessed the portion of work that the missing group member had, and started assigning parts of it to each group member. I took into account what I had learned about each group member over the course of the year & gave each person work based on their strengths**. Thankfully, **each person was able to finish their portion plus the extra work from the missing member & the presentation went smoothly**. I'm incredibly proud of the results we achieved when we worked together given such a massive obstacle, as well as **earning the highest grade in the class**.

Tell Me About a Time When...You Experienced Conflict

- When I first started working in my previous role, we had **an important team meeting**. During the **meeting, we were discussing different ways we would tackle a particular project.** Unfortunately, **every time I suggested an idea, a manager within the team was dismissive of them. This continued each time I made a contribution. To be clear, I never said anything while the meeting was in progress because I felt that this would distract from our objective and I wanted to remain professional.** However, after the **meeting was over, I spoke to him in private and respectfully brought up what I had experienced. He said that he did not realize that's what he had been doing, and appreciated this to his attention. I'm thankful we had this discussion because since then, we have built quite a strong working relationship.**

Tips

- ALWAYS have stories prepared
    - Do NOT try to come up with these on the spot

- ○ Prepare them ahead of time for each variation of the question
- ● Pick a REAL Situation
  - ○ They want to know you are AUTHENTIC
  - ○ Focus on situations are similar to something that could come up on the job
- ● Frame the SOLUTION
  - ○ Once you come up with stories based on your experiences, you want to make that the problem you highlight leads to a resolution that MATCHES what they're looking for out of candidates from the job description

Alternatives

- ● "Tell me about a time when you handled a challenging situation."
- ● "Tell me about a time you were under a lot of pressure."
- ● "Tell me about a time you demonstrated leadership skills."
- ● "Do you work well under pressure?"
- ● "What is your greatest accomplishment?"

Job Description:

[Copy & paste the part(s) of the job description you will cover in your answer here]

Where Do You See Yourself in 5 Years?

<u>Strategy</u>

- Describe the **specific aspects of the company you researched** that relate to your own future plan

- Emphasize what you **plan to do** with the company

- Explain the **results you hope for from your plan**

<u>Templates</u>

- After looking into your company, I see that [insert findings of your research], which made me excited to apply for this role. It's important for me to work at a company that is [insert your career goal that matches research]. Based on your [insert what company is doing], I can see that [insert your qualifications to achieve goal]. In five years, I hope to have more responsibilities in [insert activity].

- I'm really excited about this position at [insert company] because, in five years, I'd like to be seen as someone with [insert goal #1], and I know that's something that I'll have an opportunity to do here though [insert aspects of company that match goals]. I'm also really excited to take on more [insert responsibilities from job description]. I've been lucky enough to work with some amazing managers, and so developing [insert goal #2] is something I'm really excited about.

<u>Examples</u>

- After looking into your company, I see that **there is a lot of area for growth**, which made me excited to apply for this role. It's important for me to work at a company that is **expected to expand like you all are doing by buying up medium-sized businesses in your vertical**. Based on your current processes, I can see that **my deep expertise in financial analysis will help in evaluating these acquistions**. In five years, I hope to have more responsibilities in **leading M&A deals to expand the company's reach.**

- I'm really excited by this position at **Conception Consulting** because in five years, I'd like to be seen as someone with **deep expertise in the renewable resources industry**, and I know that's something that I'll have an opportunity to do here through **projects with your solar energy clients**. I'm also really excited to take on more **managerial responsibilities in the next few years and potentially even take the lead on some projects**. I've been lucky enough to work with some amazing managers, so developing **into a great manager myself** is something I'm really excited about.

<u>Tips</u>

- Research to RELATE
  - Look up the company's activities and what their goals are so you can connect your answers back to their efforts and align yourself as their ideal candidate
- Show PRACTICALITY in your answer
  - Look at how the characteristics of the position match your ideal career path

<u>Alternatives</u>

- "Where do you see yourself in 10 years?"
- "What are your career goals?"
- "Describe your career goals"
- "What are your long-term career goals?"
- "What are your short-term career goals?"
- "What are you looking for by applying for this job?"
- "What is most important to you in your career?"
- "What is your dream job?"

<u>Job Description:</u>

[Copy & paste the part(s) of the job description you will cover in your answer here]

What Are Your Salary Requirements?

<u>Strategy</u>

- **Do your research BEFORE** interviewing to compare salaries of similar job titles and companies using [PayScale](), [SalaryList](), [Salary.com](), [Levels.fyi]*, [Indeed](), [Glassdoor](), etc.

- **Give them a range** instead of a specific number to avoid under or overestimating what they had in mind. When providing a range, make sure to INCREASE the low end by 15-20% to give yourself room if they offer the "bottom" of the range

- **Stress that your salary is flexible** and open to negotiation. This will maximize your options early on when interviewing so you can negotiate when you get job offers

<u>Templates</u>

- My salary range is flexible. I would expect to be compensated fairly for my [insert years of experience] years of experience and for my [insert relevant skills] skills.

- At the moment, finding the right position for me is more important than salary. I'd love to learn more about the position, company, and expectations before we talk about numbers.

The answer below is **only to be used** if they continue to push you on an answer after using the two above:

- I'm excited at the prospect of working with you all. Based on the responsibilities of this position & skills/experience I bring to the table, as well as the historical average for this position, I would anticipate that the salary should be between [insert bottom of range multiplied by 1.20] and [insert top of the range]

<u>Tips</u>

- If They Keep Pushing, Push Back
  - See the templates above
- If they do provide a salary that is FAR BELOW what you can accept, you may say:
  - "Unfortunately, with my skills & experience as well as current salary, I don't believe I could accept anything for less than [insert salary] a year. Do you know if there is any flexibility in the budget for this role?"
- If they provide a salary at the low end of your range, you may say this:
  - "I was hoping for something more in the [insert salary range] range, but I'm definitely open to negotiating based on the entire compensation package."
    - The rest of the compensation package may include commission, bonuses, stock options, benefits, etc.

- Avoid these common mistakes:
  - **Don't bring up salary BEFORE a formal offer** is provided to you
  - **Don't accept the FIRST offer** without providing a counteroffer
  - **Don't immediately accept job offers** (ask for 48 HOURS to think it over)

Alternatives

- "What salary are you seeking?"
- "What were you hoping to get compensated?"
- "What are your salary expectations?"

Job Description:

[Copy & paste the part(s) of the job description you will cover in your answer here]

Why Are You Leaving Your Job?

<u>Strategy</u>

- **DON'T INSULT YOUR PREVIOUS COMPANY.** Even if everything that happened to you was true, your interview with a new company isn't the opportunity to scare them into thinking you'll talk about their company like that too when you leave

- Focus on **why you're excited about this opportunity and potential growth**, NOT why you are unhappy with your current or past ones

- Tie back your excitement for the job to **SPECIFIC qualities from the description**

<u>Template</u>

- I want to leave my job because I believe it is time for a change. My boss, as well as the company as a whole, has supported me and been helpful in getting me to where I am today. However, I feel that I have so much more to offer, especially to an organization like yours which [insert quality #1] and [insert quality #2]. I've been attracted to your company for a while now, so as soon as I saw the job advertised, I knew that I was going to apply. I'm especially excited about the opportunity within this role to [insert benefit to the company].

<u>Example</u>

- I want to leave my job because I believe it is time for a change. My boss, as well as the company as a whole, has supported me and been helpful in getting me to where I am today. However, I feel that I have so much more to offer, especially to an organization like yours which **is focusing on helping people have control over their health and democratizing wellness data**. I've been attracted to your company for a while now, so as soon as I saw the job advertised, I knew that I was going to apply. I'm especially excited about the opportunity within this role to **leverage my skills in data visualization and data cleaning to analyze what is going on at the source**.

<u>Alternatives</u>

- "Why did you leave your job?"
- "How did you learn about this opportunity?"
- "Describe your dream job."

<u>Job Description:</u>

[Copy & paste the part(s) of the job description you will cover in your answer here]

Describe Yourself in One Sentence.

Strategy

- Research the **company values and job posting ahead of time** to mention those qualities that align with you

- Try to **match your answers** based on what the recruiter or interviewer has told you about the position and team already

Templates

- I would describe myself as [insert 3 qualities that match the job description], and someone who is prepared to go above & beyond what is expected to ensure the team is in the best possible position to succeed

- I would say that I am [insert 3 qualities that match the company's values], as well as a teammate who can be relied on to meet pressing deadlines and achieve long-term company goals

Tips

- Focus on qualities for a professional setting (don't mention off-topic personal traits)
- Include quantifiable results from experiences or projects that "prove" your qualities

Alternatives

- "How would you describe yourself?"
- "Describe yourself in one word."
- "What are you passionate about?"
- "What motivates you?"

Job Description:

[Copy & paste the part(s) of the job description you will cover in your answer here]

What Would You Do in the First 30 Days?

<u>Strategy</u>

- Start with how you would get **an understanding of expectations for this position**

- Then, discuss **how you would get the team involved** based on your understanding

- Conclude with how you would **come up with an approach to achieve success**

<u>Template</u>

- The first thing I would do is have a meeting with my manager to understand what they want me to accomplish within the role. This would provide clarity so that we are both on the same page. Then, I would want to meet with my team members to get a sense of their strengths and how I can combine them with my own to contribute to our success. Now that I understand what my manager is envisioning as well as the qualities my team members have, I would come up with a concise plan with exact steps to achieve those goals.

<u>Tips</u>

- You can customize this answer based on initiatives that you've researched the company is working on and that you could realistically contribute to in the role

- Potentially mention what you have successfully accomplished in the first 30, 60, or 90 days at a previous company or club/organization to show past results

<u>Alternatives</u>

- "What is your 30 day plan if you got the job?"
- "What is your 60 day plan if you got the job?"
- "What is your 90 day plan if you got the job?"

<u>Job Description:</u>

[Copy & paste the part(s) of the job description you will cover in your answer here]

How Would You Deal With an Angry Customer?

<u>Strategy</u>

- Show your empathy for customers by **detailing how you'd make sure they are heard**

- Explain how you would **identify the core issues the customer faced**

- Conclude by stating what your **next steps would be to address future situations**

<u>Template</u>

- First, I would listen to the customer's full story. Letting them vent their frustrations ensures they feel listened to. I would also be sure to not take anything they said personally. It's important to get all the details of what they are going through so I can better understand what went wrong from their perspective. After hearing their story, I would ask them questions to find contributing factors to the problem so that I could put together a plan to address that pain point. If appropriate, I would then report the situation to my manager to ensure they're aware of what happened and how it was resolved in case future customers have similar issues.

<u>Tips</u>

- Mentioning an example of a time you successfully resolved a customer complaint will help you stand out SIGNIFICANTLY from other candidates

- Focus on showing the positive outcome of addressing the situation for the business (more money, better reputation, increased customer loyalty, etc.)

<u>Alternatives</u>

- "Describe a time you went out of your way to help somebody."
- "How would you respond to a complaint from a customer?"
- "Describe a time when your work was criticized."

<u>Job Description:</u>

[Copy & paste the part(s) of the job description you will cover in your answer here]

How Do You Handle Stress?

<u>Strategy</u>

- Show that you can handle the stress related to this specific job by **addressing specific language from the job description**

- Focus on how you manage the stress of the job through **short-term and long-term solutions**

- Close with **how your solutions to the stress make you well-equipped to do the job**

<u>Template</u>

- You ask a really important question for this type of role. The first thing I do to handle stress is to plan out what I need to get done in advance. My main way of doing this is by keeping an updated to-do list with the highest priority tasks at the top to understand where I need to direct my time and energy. By maintaining this running list of tasks, I try to foresee any problems that may come up so that I can proactively address them and reduce the impact they may have on achieving my objectives. By combining strategic planning with anticipation of potential issues, I am confident I can handle the pressure that comes with this position.

<u>Tips</u>

- Mentioning an example of a stressful situation you successfully overcame will help you stand out (focus on metrics of what was accomplished for the group/business)

- Avoid explaining how you are overwhelmed by things that may become aspects of the job (for example, don't say "I get stressed from multiple projects at once" if your job is to handle multiple clients at the same time)

<u>Alternatives</u>

- "How do you deal with pressure?"
- "How do you combat stressful situations?"
- "Tell me about a time when you dealt with a stressful situation."

<u>Job Description:</u>

[Copy & paste the part(s) of the job description you will cover in your answer here]

Do You Work Well With Others?

<u>Strategy</u>

- Start with a general **description of the benefits of working together**

- Include an example of a time when you worked well with someone else and it **led to a positive outcome for the team, group, or company**

<u>Template</u>

- I love working with others because I have found that it enables us to come up with more creative ideas while avoiding the pitfalls that can come up since we have extra pairs of eyes on the project. Of course, there are always going to be disagreements, but that doesn't mean we can't approach it in a civil and professional manner to ensure we complete the task at hand. In fact, [insert situation where you worked well with others]. Over time, I've discovered that people are the core reason why workplaces thrive and have seen firsthand how important it is to get to know each other to work well together.

<u>Example</u>

- I love working with others because I have found that it enables us to come up with more creative ideas while avoiding the pitfalls that can come up since we have extra pairs of eyes on the project. Of course, there are always going to be disagreements, but that doesn't mean we can't approach it in a professional manner to ensure we complete the task at hand. In fact, **we had a tight deadline for our final project recently where I was working with another person. Initially, we had decided that I would work on the research side of things while she would work on the design of the final product. However, after getting to know each other and our individual strengths, we realized that we would be better & happier switching tasks. We finished the project a week early and got the top grade for the class**. Over time, I've discovered that people are the core reason why workplaces thrive and have seen firsthand how important it is to get to know each other to work well together.

<u>Alternatives</u>

- "Tell me about a time when you worked well with others."
- "How do you use teamwork to get things done?"
- "Are you a team player?"

<u>Job Description:</u>

[Copy & paste the part(s) of the job description you will cover in your answer here]

How Would You Define Success?

<u>Strategy</u>

- Start off with **defining what success looks like** to you both personally and professionally (make sure it aligns with what they are seeking in job description)

- Share **an example in which you achieved this standard of success and the IMPACT**

<u>Template</u>

- As a [insert profession], I believe I am successful when I can execute on an amazing product or service that satisfies the customer. It is important that the customer is satisfied because if we are building something incredible, but it doesn't actually meet the customer's needs, we will not have a sustainable business. Conversely, the product or service must be a level above the competition's who is also focused on meeting the customer's desires. For example, [insert situation where you adapted to customer's needs].

<u>Example</u>

- As a **digital marketer**, I believe I am successful when I can execute on an amazing product or service that satisfies the customer. It is important that the customer is satisfied because if we are building something incredible, but don't actually meet the customer's needs, we will not have a sustainable business. Conversely, the product or service must be a level above the competition who is also focused on meeting the customer's desires. For example, **I was working on a campaign where we were trying to target an older demographic. Our testing had shown that the original video set to go out was significantly underperforming. After taking a closer look at the video, I realized that the font used to describe the product was incredibly small. Since we were targeting an elderly audience, I suggested that we make the font much bigger with less to read. The video ended up outperforming every other piece of content we put out that year by at least double. I was grateful to win an award for my contribution and was excited about our team's success.**

<u>Alternatives</u>

- "What does success look like to you?"
- "How do you plan to achieve success in your career?"
- "What do you think are qualities of a successful employee?"

<u>Job Description:</u>

[Copy & paste the part(s) of the job description you will cover in your answer here]

What is Your Leadership Style?

<u>Strategy</u>

- **DO NOT mention that you've never led anyone** (think of a sports team, club, student organization, volunteering opportunity, social movement, etc.)

- **Provide an overview** of your process for leading people

- Focus on **a specific example that shows why this system works for you**

<u>Template</u>

- I would describe my leadership style as [insert leadership style]. I prefer [insert leadership qualities]. For example, [insert situational leadership example]

<u>Example</u>

- I would describe my leadership style as **direct and doing what I can to lead by example**. I prefer **delegating tasks to improve efficiency in executing tasks, but I also make sure to stay involved by taking a hands-on approach where necessary to help them**. For example, **in my last job, we had a last-minute dilemma where the client wanted a complete redesign of their logo before the holidays. We were missing 3 team members who had taken the week off, so I delegated some tasks to the remaining person on our team. I then jumped onto a call with the client to find out more about what they wanted and to also set reasonable expectations considering our capacity. When my team came back, they appreciated my efforts to ensure the work got done and were inspired to do the same on future projects.**

<u>Tips</u>

- You can choose from a variety of leadership styles including:
  - "Facilitaing discussion", "coaching people", "goal setting & clarity of vision"
- Whichever you choose, it's important that your examples reinforce success

<u>Alternatives</u>

- "Tell me about a time when you demonstrated leadership."
- "What's your management style?"
- "Describe your work style."

<u>Job Description:</u>

[Copy & paste the part(s) of the job description you will cover in your answer here]

What Kind of Work Environment Do You Like?

<u>Strategy</u>

- **Mention aspects of the possible work environment** you read from job description

- Then **provide your ideal work environment that matches** what you read

- **Avoid criticizing previous work environments** since it may be the one they use

<u>Template</u>

- I have worked in a number of different environments and enjoyed various aspects of each. Based on what I read from your website, it looks like the [insert department] department's environment here is focused on [insert work environment listed in job description]. I enjoy working in a place where there's a [insert adjective that matches job description] so I feel like I would fit well into this group and the company as a whole.

<u>Example</u>

- I can be flexible with the environment I work in. Based on what I read from your website, it looks like the **marketing** department's environment here is focused on **cross-departmental collaboration to ensure each group is aligned**. I enjoy working in a place where there's a **strong sense of teamwork towards a common goal** so I feel like I would fit well into this group and the company as a whole.

<u>Alternatives</u>

- "What kind of company do you work well in?"
- "What type of company culture do you thrive in?"
- "Do you have a preferred work setup?"
- "Do you prefer working alone or in a team environment?"
- "What would be your ideal working environment?"
- "What is most important to you in a role or work environment?"

<u>Job Description:</u>

[Copy & paste the part(s) of the job description you will cover in your answer here]

What Do You Like Least About Your Job?

<u>Strategy</u>

- **DO NOT vent about your last job** as that's what they're trying to catch you on

- Highlight how your previous job **helped you understand what you want now**

- **Relate what you learned** from your previous job to why you want this opportunity

<u>Template</u>

- While I enjoyed working for a [insert current type of company] because it allowed me to get exposure to [insert transferable skill you learned that matches job description], I'd prefer to bring all those insights to your organization because I believe that your mission to [insert company mission/goals] will make a tremendous positive impact to the world

<u>Example</u>

- While I enjoyed working for a **digital advertising agency** because it allowed me to get exposure to **Fortune 500 clients in the consumer product goods industry**, I'd prefer to bring all those insights to your organization because I believe that your mission to **use advertising to create social good for local communities** will make a tremendous positive impact on the world.

<u>Alternatives</u>

- "What are your pet peeves?"
- "If you could change one thing about your last job what would it be?"
- "What did you dislike about your last role?"
- "What were the best and worst aspects of your previous employer?"
- "What will you miss about your current job when you leave?"

<u>Job Description:</u>

[Copy & paste the part(s) of the job description you will cover in your answer here]

Where Else Are You Interviewing?

<u>Strategy</u>

- **DO NOT say that this is the only company you are interviewing with** as this gives them leverage in negotiations later on and may keep you as an alternative options

- Interviewing with other companies can show the company that **you are a candidate that is in high demand**

- If you don't have interviews, make sure your response shows that you're taking a **focused approach for the right opportunity in a specific role**

<u>Templates</u>

- If You're Interviewing With <u>Competitors</u>

  - I actually am involved in the interview process with other companies, [insert company #1] and [insert company #2] for [insert position type] positions. However, based on what I've learned about [insert company name] and the team, this opportunity has the exact qualities I'm looking for in my next role.

- If You're <u>NOT Interviewing Elsewhere</u>

  - I'm still fairly early in my job search. I'm pursuing a number of opportunities that will allow me to use my skills in [insert position industry], however, this position is most interesting to me. This role is an especially great fit for my skills because I can leverage my [insert experience/skills that match job description].

<u>Examples</u>

- If You're <u>Interviewing Elsewhere</u>

  - I actually am involved in the interview process with other companies, **Road Runner Inc.** and **Coyote LLC** for **staff accountant** positions. However, based on what I've learned about **Wile & Partners** and the team, this opportunity has the exact qualities I'm looking for in my next role.

- If You're <u>NOT Interviewing Elsewhere</u>

  - I'm still fairly early in my job search. I'm pursuing a number of opportunities that will allow me to use my skills in **user experience**, however, this position is most interesting to me. This role is an especially great fit for my skills

because I can leverage my **significant customer service experience assisting people through difficulties they may encounter. This feedback will then help in improving user experience design for your products and services.**

Alternatives

- "What other companies are you interviewing with?"
- "Are there roles at other companies that you are considering?"

Job Description:

[Copy & paste the part(s) of the job description you will cover in your answer here]

Are You Willing to Relocate?

<u>Strategy</u>

- You **MUST prepare ahead of time for the possibility that they propose relocation** so you don't disqualify yourself as a candidate but still leave your options open

- Research what offices are closest to you so that you can **offer working out of that location as an alternative to relocating**

- If you need to say "no", it's important to **have an APPROPRIATE reason and propose an alternative** like working remotely or from the office nearest to you

<u>Template</u>

- If you are <u>Open to Relocating</u>

  - I'm thrilled about this opportunity and know I can be a value add to your team and [insert company name]. I would definitely be open to relocation and am looking forward to hearing more about the logistics around this.

- If you are <u>Open But Prefer Not to</u>

  - I recently [insert reason/commitment you already made]. I'd be open to relocation, however, I would need to consider [insert financial or other costs associated with moving]. If there's also an opportunity to work remotely or out of the [insert office location closest to you] office, I'd love to discuss that as well to [insert reason/commitment you already made]

- If you are <u>NOT Open to Relocating</u>

  - I am open to relocating in the future, especially given this amazing opportunity, however, in the meantime, I would prefer to travel/work remotely. I'm also willing to work out of the [insert office location closest to you] office as a viable alternative to start.

<u>Examples</u>

- If you are <u>Open to Relocating</u>

  - I'm thrilled about this opportunity and know I can be a value add to your team and **Healthtronics LLP**. I would definitely be open to relocation and am looking forward to hearing more about the logistics around this.

- If you are <u>Open But Prefer Not to</u>

  - I recently **signed a lease for 10 months at a new apartment in Chicago**. I'd be open to relocation, however, I would need to consider **the financial implications of breaking my lease to move down to Austin**. If there's also an opportunity to work remotely or out of the **Chicago** office, I'd love to discuss that as well to avoid **the costs and complications associated with my lease**.

- If you are <u>NOT Open to Relocating</u>

  - I am open to relocating in the future, especially given this amazing opportunity, however, in the meantime, I would prefer to travel/work remotely. I'm also willing to work out of the **Chicago** office as a viable alternative to start.

<u>Job Description:</u>

[Copy & paste the part(s) of the job description you will cover in your answer here]

Is There Anything Else You'd Like Us to Know?

<u>Strategy</u>

- This is your opportunity to **mention anything you weren't asked about** that shows you are the right candidate for them

- They are asking you to give **a quick summary of why you're qualified for this role**

- **AVOID saying "there's nothing else to know"** as this is the equivalent of not having questions for the interviewer when they ask "do you have any questions for us?"

<u>Templates</u>

- I believe we've covered a majority of it, but just to summarize, based on what we've discussed today it seems like you are looking for someone who [insert a quality from job description]. With my previous experience in [insert experience matching quality], I believe I'd fit in well here.

- I do actually! I don't believe we covered it yet, but I [insert experience or skill], which I feel will serve me well in this role to [insert quality from job description]. I'll be able to [insert positive impact of experience or skill]. This is a skill set that I believe stands out from other candidates, so I felt the need to mention it.

<u>Examples</u>

- I believe we've covered a majority of it, but just to summarize, based on what we've discussed today it seems like you are looking for someone who has **deep expertise in SEC compliance**. With my previous experience in **financial reporting at Content Creators Anonymous preparing Forms 10-K/10-Q, earnings releases on Form 8-K, proxy statements, and other required SEC filings**, I believe I'd fit in well here.

- I do actually! I don't believe we covered it yet, but I **previously worked in customer service for a startup**, which I feel will serve me well in this role to **get valuable feedback from customers to understand how we can improve our product line for the future**. I'll be able to **leverage my skills of understanding the customers' grievances about their experience in order to find the root cause of the problem and address it in other situations that may arise**. This is a skill set that I believe stands out from other candidates, so I felt the need to mention it.

<u>Alternatives</u>

- "Can you summarize your qualifications?"
- "What should I know that's not on your resume?"

- "What is something we haven't covered yet that you would like us to know?"

Job Description:

[Copy & paste the part(s) of the job description you will cover in your answer here]

Why is There a Gap in Your Resume?

<u>Strategy</u>

- Address the gap, but then **move onto what your you are doing to prepare the role**

- Preparation can be **taking free courses on skills, freelancing, volunteering, etc.**

- Conclude with **how that preparation will help you succeed in this role**

<u>Template</u>

- I had to resign from my previous position to [insert reason for leaving]. While I was [insert details of situation]. [insert what you are doing to prepare for the role]. I believe these skills make me a great fit for this position as a [insert position].

- [insert situation resulting in being a stay-at-home parent]. Over the past year, I've [insert tasks you performed along with results as a stay-at-home parent]. Now that [insert why you are looking for a new role and how you're a good fit for the role].

<u>Examples</u>

- I had to resign from my previous position to **care for a sick family member**. While I was **taking care of them for the past year, we had been searching for a caregiver to look after the family member**. Now that we've located a caregiver, I am available to work and have been **taking online courses to build the technical skills listed for this job including Google AdWords, Google Analytics, and SEO Fundamentals**. I believe these skills make me a great fit for this position as a **social media manager**.

- **Our child's school moved to remote learning as a result of the pandemic. My partner and I agreed that it made sense for me to look after the kids considering their work obligations.** Over the past year, I've **organized virtual classroom schedules, guided their understanding of fundamental concepts, and coordinated after-school programs amongst the 10 other families in our neighborhood. Many of the children came out of remote learning with better grades than they had prior to the pandemic, which many of the parents credited to the extra studying I had set up during the after-school activities.** Now that **our child's school has reopened, I am ready to incorporate these newfound organizational and communication skills, along with the technical skills from working for 2 years as an accounts receivable coordinator, for your opening of staff accountant which I believe I would be a great fit**.

<u>Alternatives</u>

- "Can you explain why you changed career paths?"
- "Why was there a gap in your employment?
- "What have you done in the past year since being unemployed?"

Job Description:

[Copy & paste the part(s) of the job description you will cover in your answer here]

What is Your Current Salary?

<u>Strategy</u>

- This question is **BANNED in some states**: Alabama, California, Colorado, Connecticut, Delaware, DC, Georgia (Atlanta agencies only) Hawaii, Illinois, Kentucky (Louisville agencies only), Louisiana (New Orleans agencies), Maine, Maryland, Massachusetts, Mississippi (Jackson agencies only), Missouri (all Kansas City employers with 6 or more employees and Kansas City & St. Louis agencies), Nevada, New Jersey, New York, North Carolina, Ohio (Cincinnati employers with 15 or more employees located in the city, state and local government excluded except City of Cincinnati; Toledo employers with 15 or more employees including the city), Oregon, Pennsylvania (state agencies only), Puerto Rico, Rhode Island, South Carolina (Columbia agencies only), Utah (Salt Lake City Corporation only), Vermont, Virginia and Washington

- **DON'T get angry** if you feel that they are targeting you with this question

- **Research the range BEFORE your interview** so you're prepared with data if they pressure you to answer (don't give an exact number, give a RANGE instead)

<u>Template</u>

- Before discussing compensation, I would like to learn more about this role and what it entails. I have researched this company extensively and am certain that if we are a good fit, we'll come to an agreement on a fair and competitive salary.

- Out of respect to my current employer, I would like to keep this information private. As we continue with the hiring process and I learn more about this role, I will be open to discussing possible salary ranges and benefits.

<u>Tips</u>

- If you are asked your current or expected salary on application, write one of these:
  - "N/A"
  - "Flexible"
  - "$0"
  - "$00,000"
  - "$00,000.01"
    - If there's a place to leave notes on the application, write the following:
      - "I listed [insert option you chose from above list] on the question regarding salary, but I do want to clarify I am flexible if we find that there is a mutual fit."

- If they keep pushing you on a number, provide a range where you multiply the bottom of the range by 20% to give yourself room in case they lowball you
  - Research across PayScale, SalaryList, Salary.com, Levels.fyi, Indeed, Glassdoor, etc.
    - "I'm excited at the prospect of working with you all. Based on the responsibilities of this position & skills/experience I bring to the table, as well as the historical average for this position, I would anticipate that the salary should be between [insert bottom of range multiplied by 1.20] and [insert top of the range]"
      - For example, let's say that your research shows the range to be somewhere between $50,000 and $75,000. The salary you would insert in the template above would be **$61,000 for the bottom of the range** and **$77,000 for the top of the range**
        - Use **uneven numbers** to indicate you did your research

- If you are making more than the top of the range is for this position, it is the **RARE SITUATION** where you want to volunteer your current salary information to let them know that they need to beat what the market is already valuing you at

Alternatives

- "What is your current compensation?"
- "What was your salary in your last position?"
- "What have you been paid throughout your career?"

Job Description:

[Copy & paste the part(s) of the job description you will cover in your answer here]

Do You Have Any Questions For Us?

<u>Strategy</u>

- Start your questions by first saying "**Yes I do but I would like to be mindful of your time. How much time do we have left for this interview?**"

- Based on how much time you have left, you can **ask a reasonable number of questions from the lists below**

- Make sure to **ask the appropriate "At the End" questions** to understand their next steps so you don't feel GHOSTED by their internal hiring process

<u>About the Company</u>

- "I saw that [insert company] recently posted about [insert initiative/event]. Could you tell me a little more about that?"
- "I noticed that [insert competitor of company] recently did [insert event]. Will this company be doing the same?"
- "What is one non-negotiable quality you are looking for in the candidate that takes this role?"
- "How does this team support company goals?"
- "Are there opportunities for advancement or professional development?"
- "What's different about working here than anywhere else you've worked?"
- "What gets you most excited about the company's future?"
- "How would you describe the work environment—is it collaborative or independent?

<u>About the Job</u>

- "What metrics or goals will my performance be evaluated against?"
- "Was this a new role created or did someone leave?"
- "Do you expect the role's main duties to change in the next 6 months to a year?"
- "Can you give me examples of the projects I would be working on?"
- "What would you hope I accomplish in the first 90 days in this position?"
- "What do you think will be the most challenging part of this role in the next year?"

<u>At the End</u>

- "Is there anything we haven't covered that's important to know for working here?"
- "Do you have any hesitations about my qualifications?"
- "What are the next steps in the interview process?"
  - Use this question if **you are NOT in a final interview**
- "If we move forward, what is the timeline for your company to generate an offer?"
  - Use this question if **you are in a final interview**

Technical Interviews

General Databases

https://career.guru99.com/ - library of interview questions by industry and aspect of job

https://myinterviewpractice.com/industries/ - questions for 120 industries by job title

https://www.ambitionbox.com/interviews - thousands of questions by job title/company

https://www.wisdomjobs.com/e-university - questions covering every system & software

Consulting

Case Interview Guides

Emory Goizueta Consulting Book - book with complete consulting interview guide
MConsulting Prep Case Interview 101 - beginner's guide to approaching case interviews
IGotAnOffer Case Interview Prep - step-by-step guides for top consulting companies

Case Interview Examples

MConsulting Case Interview Prep - examples from top consulting companies
IGotAnOffer Case Interview Examples - case interview examples for each company
Crafting Cases Case Interviews - walkthrough of case interviews with video tutorials
MyConsultingCoach Case Interviews - library you can filter by type, difficulty, etc.
ThinkInsights Case Interviews - more case interviews from top consultancies

More Cases

The University of Chicago Casebook 2005
Australian Graduates School of Management 2002
Columbia Business School 2006
Harvard Business School
Wharton Business School 2010
Wharton Business School 2017
Insead (BCG)

[MIT Sloan 2015](#)
[NYU Stern 2019](#)
[Darden 2013](#)
[Darden 2019](#)
[Duke 2015](#)
[Duke 2017](#)
[Illinois 2016](#)
[Tuck 2010](#)
[ESADE](#)
[Kellogg 2004](#)
[London Business School 2006](#)
[Berkeley 2006](#)
[Notre Dame 2018](#)
[Michigan Ross 2010](#)
[Kearney](#)
[Consulting Case 101](#)
[RocketBlocks Case Interview Library](#)

Investment Banking

Technical Interview Guides

[University of Michigan](#) - finance technical preparation guide
[HireVue Interview Guide](#) - complete guide on what to expect and how to prepare
[Street Of Walls Paper LBO Model](#) - step-by-step explanation of how to solve Paper LBO
[Wall Street Oasis Interview Guide](#) - walkthrough of various technical questions
[Western Investment Club's Finance Recruiting Guide](#) - breakdown of process & questions
[Mergers & Inquisitions Interview Guide](#) - overview & general breakdown of interviews

Technical Interview Examples

[Breaking Into Wallstreet](#) - 400 technical interview questions & answers
[IB Vine](#) - 400+ crowdsourced technical questions to quiz yourself broken down by topic
[eFinancialCareers](#) - 100+ banking interview questions and how to answer them

Templates & Tools

[Matt H. Evans Template Database](#) - 100+ Excel models for various situations
[Macabacus Models](#) - interactive self-study models to practice with & more templates
[Spreadsheets Database](#) - templates categorized by specific situations & industries
[S3 Ventures Models](#) - operating model & capitalization table templates for startups
[DLTR Model](#) - Dollar Tree model template to use for company-specific financials
[Beginner DCF Model](#) - Discounted Cash Flow for beginners to practice
[DCF Template](#) - template for Discounted Cash Flow

LBO Template - 17 step Leveraged Buyout template to work through problem
LBO Problem - Leveraged Buyout problem to practice working through
Beginner Merger Problem - Accretion Dilution Model problem for beginners
Advanced Merger Model - Macabacus Complex M&A Model template
Beginner Operating Problem - Operating model problem for beginners to work through
Advanced Operating Model - Macabacus Operating Model template
Growth & Margin Assumptions Cheatsheet - determine what percentages/rates to use
WallStreetPrep - commonly used shortcuts & functions cheatsheet (2016)
BamSEC - quickly pull all company financial statements

Software Engineering

Technical Interview Guides

Leetcode - technical interview questions, mock interviews, & more
Tech Interview Handbook - help you ace your next interview with a focus on algorithms
freeCodeCamp - coding interview prep that you can also add to your portfolio
Geeksforgeeks - coding technical interview questions & walkthroughs
Careercup - forum for coding organized by companies, topics, & job titles
HackerRank - interview prep toolkit with challenges & tutorials
Guru99 - 50 software engineering interview questions and answers
Springboard - 31 software engineering interview questions with answers
System Design Primer - teaches you how to design large scale systems via GitHub

Product Management

Technical Interview Guides

Uber PM Interview - what Uber looks for in candidates & how to prep for interviews
Facebook PM Interview - what Facebook looks for & how to prep for interviews
Amazon PM Interview - what Amazon looks for & how to prep for interviews
Microsoft PM Interview - what Microsoft looks for & how to prep for interviews
Google PM Interview - what Google looks for & how to prep for interviews
PMExercises - 1400+ PM technical interview questions from top companies
Google PM Interview Questions & Preparation - types of questions in the Google interview
Google PM Interview Process & Breakdown - Google PM interview process
Interviewing at Amazon - Head of Technology gives inside look from interviewer POV
InstaFace Messenger Case - theoretical case with separate Google docs showing solutions
Technical Interview Questions - step-by-step walkthroughs on how to answer
StellarPeers - blog posts with walkthroughs of case questions for interviews
500+ Potential Questions from Tech Companies - collection of technical questions

Data Analytics

Technical Interview Guides

[Towards Data Science](#) - 5 lessons to excel in data analytics interviews
[upGrad](#) - 26 data analyst interview questions & answers
[Simplilearn](#) - 50 data analyst interview questions & answers
[Edureka](#) - 65 data analyst interview questions
[365DataScience](#) - data analyst interview questions
[CareerMatch](#) - 10 data analyst interview questions

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Frequently Asked Questions

<u>Who are you?</u>

Hey friend! My name is David Paykin. I am on a mission to put out practical content that helps people land opportunities & jobs. I cover these resources & job search strategies in more detail via [YouTube](#), [Instagram](#), [TikTok](#), [LinkedIn](#), & other platforms!

<u>Why would you possibly make this FREE?!</u>

For the past couple of years, I have been one of the only people in the career and educational industry to give out every resource for FREE ([resume template](#), [cover letter template](#), [networking templates](#), [career resource database](#), & [more](#)).

I was YOU at one point in my life and wish I would've had someone to provide guidance & resources WITHOUT trying to sell me something. I do this because I want to try to do something meaningful to help folks of any and every background, regardless of race, ethnicity, or financial status. Every other person I see tries to use their content and resources to get you into some sort of sales funnel for their products or services.

I started putting out content and building our community for the sole purpose of helping as many people as I possibly can. That means no courses, no coaching, no masterclasses, no e-books, no merchandise. I have NEVER even taken a sponsorship or partnered with a brand because I want to make sure you all are getting resources that I actually believe in.

If you haven't been taking money from community members, how are you surviving?

I have been living off my life savings for the past year. Unemployment helped with covering some expenses early on, but those benefits ran out and I'm relying solely on what I've saved since I was a young teen. I've been living off of mostly the bare necessities for the last couple of years to try and save as much as possible while continuing to do this for our community!

I say this all to be transparent about my current situation at the time of releasing this interview guide. I have some ideas for how I can support myself long-term. Again, my mission is to **NEVER** charge our community members. I'm hoping to find ways I can leverage my current skills to ensure that I can continue coming out with content/resources for you all and keeping it freely available to everyone!

How do I research companies?

Search for specific interview questions by company and job title via Glassdoor to get a sense of which questions below they've asked in the past. Do the same with Indeed by looking at the "Q&A" and "Interviews" sections under the company's profile.

Look at their social media to understand what big news, changes, or initiatives are going on with the company and can use that information to better customize your answers to stand out from other candidates. Look into the products/services they offer and how you can adjust your answers to show that you would contribute to their company/team.

Do you have more free resources I can use?

Absolutely! Here are some of the most popular resources that have help our community land job across numerous industries including at companies like Google, Amazon, Facebook, TikTok, Tesla, Disney, Apple, Dell, Microsoft, Deloitte, EY, PwC, KPMG, JPMorgan Chase, Goldman Sachs, Morgan Stanley, & Credit Suisse among many others:

Free Resume Template - helps you with using a format to get past ATS (Applicant Tracking Systems) that companies use to filter out candidates

Free Cover Letter Template - includes how to structure your cover letter, a template, and tips along with mistakes to avoid!

Free Networking Templates - covers what to say in your email and subject line, LinkedIn connection request templates, Questions to Ask after them after connecting, and "Thank You" templates for job interviews

Free Job Tracker Template - keep track of networking and interview progress

Should I send a "Thank You" email after my interview?

They definitely help you stand out from other candidates. Here are templates you can use:

Interview Thank You Note

Subject Line: Thank You [Interviewer's Name]!

Hello [Interviewer's Name],

I appreciate you taking the time to meet with me and discuss the [Position Name] role yesterday. It was a pleasure learning more about your approach & perspective.

Our conversation made me even more excited to join [Company Name]. I was particularly interested in [something specific you discussed during the interview].

I was thinking about what you said regarding [the upcoming challenge, project or initiative your interviewer mentioned]. In my [current / previous] role as [your current/previous position] I found that [a quick explanation of how you tackled a similar problem or situation].

I look forward to the prospect of leveraging that experience into [the name of the position you're applying for].

If you need any additional information, feel free to contact me. Looking forward to hearing back from you on [the specific date established during the interview].

Thanks again for your time!

All the best,
[Your Name]

Generic Thank You Note

Subject line: Thank you for the opportunity, [Hiring Manager's Name]!

Hi [Hiring Manager's Name],

Thank you for speaking with me today. I really appreciated learning more about [Company Name]. I was happy to hear that you share my approach to [industry / business].

I particularly enjoyed the way you <mark>[specific detail about the company you learned during the interview]</mark>. I'm looking forward to meeting with you in person and chatting in more detail.

Best,
<mark>[Your Name]</mark>

How can I get more involved with the community?

I've created 2 private communities for us all to be able to connect and network with each other. One is a [100K+ community member newsletter](#) where I send a list of jobs, internships and resources every month to save you dozens of hours searching for yourself.

The other is a 30,000+ person [networking group on LinkedIn](#) where you can meet thousands of hiring managers, recruiters, students & fellow professionals in your industry!

DISCLAIMER

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